

Answers to Chapter 1 Basic Review

1. Describe at least one application for the AutoCAD software.

Answer: (Any one) 2D drawings are used to document designs for manufacturing purposes in all drafting, design, and engineering fields. 3D models are used for design development, visualization, and analysis.

2. Briefly explain what is involved in planning a drawing.

Answer: Drawing planning involves looking at the entire process or project in which you are involved. A plan determines how you approach a project. It includes the drawings to be created, the title and numbering conventions, the information to be presented, and the types of symbols needed to represent information.

3. What are drawing standards?

Answer: Drawing standards are guidelines for operating procedures, drawing techniques, and record keeping. Most drafting fields, schools, and companies have established standards.

4. Why should you save your work every 10 to 15 minutes?

Answer: Drawings may be lost due to a software error, hardware malfunction, power failure, or your own mistakes. Saving your work frequently helps reduce the amount of work lost when such an event occurs.

5. What is the quickest method for starting AutoCAD?

Answer: Answers will vary. One of the quickest methods to start AutoCAD is to doubleclick on the AutoCAD 2012 icon on the Windows desktop.

6. Name one method of exiting AutoCAD.

Answer: (Any one) You can exit AutoCAD by picking the AutoCAD window Close button, double-clicking the Application Menu button, selecting the Exit AutoCAD button on the Application Menu, or typing EXIT or QUIT and pressing the [Enter] key.

7. What is the name for an interface that includes on-screen features?

Answer: graphical user interface

8. Define or explain the following terms:

Answer: A. Default: A value maintained by the computer until you change it. B. Pick or click: Use the left mouse button to select an item on the screen. C. Hover: Use the mouse to move the cursor over an item, hold the cursor at the location to display additional information or options. D. Button: One of the toolbar, ribbon, or mouse buttons. E. Function key: One of the keys labeled [F1]–[F12] along the top of the keyboard. F. Option: An aspect of a command that can be selected. G. Command: An instruction issued to the computer to complete a specific drawing task.

9. What is a workspace?

Answer: A workspace is a preset work environment that displays an interface specific to your drawing requirements and use of AutoCAD. For example, if you only create 2D drawings, you can establish a workspace that only displays 2D drawing commands.

10. What is a flyout?

Answer: A flyout is a set of related buttons that can be accessed from toolbar buttons that include a black arrow next to the tool icon. Pick and hold the button to display the flyout.

11. How do you change from one workspace to another?

Answer: To change workspaces, pick the Workspace flyout on the Quick Access toolbar or the Workspace Switching button on the status bar and select a workspace from the menu.

12. How do you access a shortcut menu?

Answer: Shortcut menus are displayed at the crosshairs or cursor location when you right-click.

13. What does it mean when a shortcut menu is described as context-sensitive?

Answer: Context-sensitive shortcut menus have content that varies based on the location of the cursor when you right-click and the current conditions, such as whether a command is active or whether an object is selected.

14. What is the difference between a docked interface item and a floating interface item?

Answer: Floating means the item can be freely resized or moved into a new position. Docking a floating item means moving it to one of the edges of the AutoCAD window (top, bottom, left, or right) until it locks into position.

15. How do you select the locking options to lock the interface items in either their floating or docked state?

Answer: To access locking options, right-click on an item and hover over the Lock Location menu option; pick the Toolbar/Window Positions button on the status bar; or select the Locking flyout from the Window Elements panel on the View tab of the ribbon.

16. Explain the basic function of the Application Menu.

Answer: The Application Menu provides access to application- and file-related commands and settings through a system of menus and menu options.

17. Describe the Application Menu search tool and briefly explain how to use it.

Answer: Type the name of the command you want to access in the Search text box. As you type, commands that match the letters you enter are displayed. For example, if you type the letter S, all commands that start with an S are displayed. Adding letters narrows the search, with the most relevant or best-matched command listed first.

18. Briefly describe an advantage of using the ribbon.

Answer: The advantage of using the ribbon is that several commands, traditionally accessed by extensive typing, multiple toolbars, or several menus, are brought together in one location in the ribbon for faster and easier access.

19. What is the function of tabs in the ribbon?

Answer: Tabs separate pages of information and settings in a dialog box. A tab in AutoCAD is much like an index tab used to separate sections of a notebook or the label tab on the top of a file folder.

20. What is another name for a palette?

Answer: modeless dialog box

21. Describe the function of the application status bar.

Answer: The application status bar is divided into areas that display and control a variety of drawing aids and tools, including a coordinate display, status toggle buttons, layout and window control buttons, view tools, and annotative object tools.

22. What is the meaning of the ... (ellipsis) in a menu option or button?

Answer: Selecting a menu option or button displaying an ellipsis (...) activates a dialog box.

23. Describe two methods for accessing AutoCAD commands and list interface items associated with each.

Answer: Commands are available by direct access from the ribbon, shortcut menus, Application Menu, Quick Access toolbar, palettes, status bar, in-canvas viewport controls, ViewCube, and navigation bar. You can also enter the command using dynamic input or the command line.

24. Briefly describe the function of dynamic input.

Answer: Dynamic input provides an area at the crosshairs where commands may be typed and context-specific information may be given. It allows you to keep your focus at the point where you are drawing.

25. Briefly explain the function of the [Esc] key.

Answer: Press the escape key [Esc] on the keyboard to cancel a command or dialog box. Some command sequences may require that you press the [Esc] key twice to completely cancel the operation.

26. How do you access previously used commands when dynamic input is on?

Answer: Use the up and down arrow keys when no command is active to display previously used commands near the cursor. Then press [Enter] to activate a displayed command.

27. Name the function keys that execute the following tasks. (Refer to the Shortcut Keys item in the Reference Material section of the Student Website.)

Answer: A. Snap mode (toggle): [F9] B. Grid mode (toggle): [F7] C. Ortho mode (toggle): [F8]

28. Describe two ways to access the Autodesk Exchange window.

Answer: Press the [F1] function key or pick the Help button in the InfoCenter. It also appears by default when you first open AutoCAD.

29. What is context-oriented help, and how is it accessed?

Answer: Context-oriented help is help associated with the currently active command. To access context-oriented help, press the [F1] key while you are in the process of using a command.

30. Describe the purpose of the InfoCenter, and explain how to use the InfoCenter text box.

Answer: The InfoCenter allows you to search for help topics without first displaying the AutoCAD Exchange Web site. Type in the text box to search for related topics. Then select the appropriate topic from the list to display it in the AutoCAD Exchange window, or choose a specific location to search using the Search flyout.